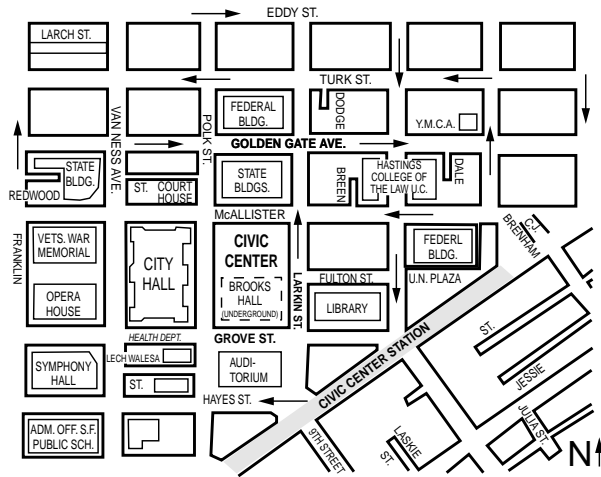


LOCATION

Hiram Johnson State Building
455 Golden Gate Avenue
San Francisco, CA 94102



From 101 Freeway—
Take the 9th Street exit.
Keep right onto ramp to 9th Street/Civic Center.
Bear left onto 9th Street when you cross Market Street and merge onto Hayes Street.
Turn right onto Van Ness Avenue.
Turn Right onto McAllister Street to the Civic Center Garage.

From BART—
Exit BART at the Civic Center Station.
Follow signs to the Grove Street exit. Walk one block on Grove.
Turn right on Larkin, walk two blocks, and turn left at Golden Gate.
Proceed 1/2 block to the entrance of the Hiram Johnson State Building at 455 Golden Gate.

Space is limited.
First-come, first-served.

For more information and reservations call
415-356-6113 or FAX 415-356-6111
or visit our website at www.boe.ca.gov
E-mail: basmbus@boe.ca.gov

SEMINAR SPONSORS

The Bay Area Small Business Fair is designed as a one-stop source of information for small business owners. Government agencies at all levels have joined together to provide a day of counseling in areas that small businesses need most. Each of the participating agencies are here to help make your business a success.

ORIENTATION

Our business fair begins at 8:30 a.m. with opening remarks to welcome all participants and provide an overview of the day and a schedule of workshops.

CLASSES

Please see the inside of this brochure for class presentation schedules.

BOOTHS

Booths in the Great Hall will be staffed by agency representatives who will answer your individual questions. The booths are open from 8:30 a.m. to 2:30 p.m.

GENERAL INFORMATION

Parking is available at the Civic Center Garage across the street from the Hiram Johnson State Building. The cost is \$2.00 an hour with a maximum charge of \$14.00 per day. The cafeteria on the second floor of the Hiram Johnson State Building will be open. Additional restaurants and coffee shops are located nearby in the San Francisco Civic Center Area.

Betty T. Yee
*Acting Board Member, First District
State Board of Equalization*

invites you to attend the

2005 BAY AREA SMALL BUSINESS FAIR

FRIDAY

MAY 13, 2005

8:30 a.m. to 2:30 p.m.

Free Admission

**Civic Center Parking
on McAllister Street
\$2.00 an hour**

Hiram Johnson State Building
455 Golden Gate Avenue
(between Polk and Larkin Streets)
San Francisco, CA 94102



Board of Equalization (BOE)
 Cal/OSHA
 Contractor's State License Board
 Department of Industrial Relations –
 Commission of Health & Worker's Safety
 Department of Rehabilitation
 Employment Development Department (EDD)
 Export-Import Bank of the U.S.
 Franchise Tax Board (FTB)
 General Services Administration
 Internal Revenue Service (IRS)
 Mission Economic Development
 Private Industry Council of San Francisco
 Workforce Investment Board
 Renaissance Entrepreneurship Center
 San Francisco City Treasurer & Tax Collector
 San Francisco Mayor's Office of Community
 Development
 San Francisco Public Library; Business/Tech
 Department
 San Francisco Small Business Commission
 San Francisco Small Business Development
 Center
 Service Corp of Retired Executives, (SCORE)
 Small Business Administration (SBA)
 Social Security Administration
 South East Asian Community Center
 Swedish Chamber of Commerce
 U.S. Postal Service (USPS)
 Urban Solutions
 Women's Initiative for Self-Employment

SCHEDULE OF PRESENTATIONS

8:30 A.M. - 9:00 A.M.	Welcome and Introductions – Auditorium		
	AUDITORIUM	SAN DIEGO ROOM	SANTA BARBARA ROOM
9:15 A.M. - 10:15 A.M.	Business Expenses and Record Keeping (IRS)	Construction Contractors Seminar (BOE)	Electronic W-2 Wage Filing (Social Security Administration)
10:30 A.M. - 11:30 A.M.	State Income Tax and Small Business (FTB)	Avoiding Common Errors on Payroll Tax Returns (EDD)	Traditional Mail in a Non-Traditional Way— Solutions for Small Business (USPS)
11:45 A.M. - 12:45 P.M.	Sales and Use Tax Basics (BOE)	Licensing Requirements for Business Owners in San Francisco (San Francisco City Tax Collector)	What SCORE can do for Small Business Owners & SBA Entrepreneurial Center (SCORE/SBA)
1:00 P.M. - 2:00 P.M.	Employee or Independent Contractor (EDD)	State Income Tax and Small Business (FTB)	Sales and Use Tax Basics (BOE)

Please remember to complete an evaluation form and return it to a host or hostess or place it in the designated boxes on site.



Please let us know if you have concerns with physical accessibility to the Small Business Fair or if you need any other special assistance. Please contact Marilyn Byrne at the Board of Equalization at 415-356-6113.

